

GS-301

Regulatory Impact Analyst (Research)
GS-11/above
Environmental Protection Agency

GS-301

This is an individual qualification standard.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduate Education: Master's degree in economics, statistics, mathematics, applied sciences, law, or other fields related to the position is qualifying for GS-11 research positions. Total undergraduate and graduate study must have included at least 9 semester hours in mathematics and statistics and 9 semester hours in economics. Degree work must have included independent study or research in regulatory impact. Theory courses, without independent study or research, are not sufficient to demonstrate ability to perform at the GS-11 level.

OR

Specialized Experience: Experience that demonstrated knowledge, skill, and technical competence in the use of statistical and mathematical theories applicable to regulatory impact, policy analysis, professional methods of scientific inquiry and analysis in the solution of problems in determining economic and other impact on regulatory programs. Such experience must have involved extensive inquiry into or use of basic data; structuring of problems for systematic analysis; adaptation or development of scientific techniques; construction and use of analytical or mathematical models; formulation of recommendations for action; or planning, monitoring, or directing the above activities.

Candidates for positions at the GS-11 level must have had 1 year of specialized experience equivalent to at least the GS-9 level. Candidates for positions at GS-12 and above must have had 1 year of specialized experience equivalent to at least the next lower grade level.

Examples of qualifying specialized experience include:

- Developing or monitoring the development of economic impact models that reflect economic, scientific, and engineering considerations appropriate to the industry or geographic area affected by proposed agency actions.
- Analyzing the economic impact, feasibility, practicality, and effectiveness of existing and/or proposed environmental standards, regulations, programs, and policies.
- Identifying defects or weaknesses in the analytic work performed by officials responsible for the development of regulations and standards.
- Identifying and analyzing the key issues in proposed regulations, standards, or guidelines.
- Forecasting effects of proposed regulations and standards such as plant closings, unemployment, price fluctuations, balance of trade impacts, and community disruption.
- Developing alternative agency strategy, and assessing the environmental and economic tradeoffs.
- Identifying and assessing Government (Federal, State, and local) resource impacts of proposed agency actions.

U.S. OFFICE OF PERSONNEL MANAGEMENT

GS-302

Messenger Series

GS-302

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

Persons responsible for staffing these positions should note that under 5 U.S.C. 3310, appointment to Messenger positions is restricted to persons entitled to veteran preference as long as such applicants are available.

GS-303

Miscellaneous Clerk and Assistant Series

GS-303

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-304

Information Receptionist Series

GS-304

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-305

Mail and File Series

GS-305

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-309

Correspondence Clerk Series

GS-309

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-312

Clerk-Stenographer and Reporter Series

GS-312

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-313

Work Unit Supervising Series

GS-313

Use this individual qualification standard in conjunction with the "Qualification Standard for Supervisory Positions." Excluded from coverage by this standard are (1) supervisory positions that require the incumbent to possess the specialized knowledge and skills of the subordinate positions and that require prior experience in the work supervised or (2) the performance of nonsupervisory duties that require the specialized knowledge and skills of another series.

EXPERIENCE REQUIREMENTS

For all positions in this series, applicants must have had 1 year of experience equivalent to at least the next lower grade level that demonstrated the knowledge and skills necessary for successful performance of supervisory duties and responsibilities appropriate to the position to be filled. Such knowledge and skill may be evidenced by assignments in which the applicant:

- Motivated, trained, and worked effectively with subordinate employees.
- Planned and carried out work effectively.
- Accomplished the quality and quantity of work expected within set limits of cost and time.
- Communicated effectively both orally and in writing.
- Responded to and furthered management goals.
- Developed improvements in or designed new work methods and procedures.

Experience may have been gained in a variety of assignments, such as work leader, senior clerk or technician, or through successful performance of work with significant responsibility and independence.

GS-318

Secretary Series

GS-318

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-319

Closed Microphone Reporting Series

GS-319

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-322

Clerk-Typist Series

GS-322

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-326

Office Automation Clerical and Assistance Series

GS-326

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-332

Computer Operation Series

GS-332

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-334

Computer Specialist Series

GS-334

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."

NOTE: Applicants may meet the minimum qualification requirements for GS-5 and GS-7 positions in this series in two ways. These are described below as Alternatives A and B. These alternatives are designed to allow eligibility either through demonstrating prior computer-related education or experience (A) or demonstrating general analytical ability through other kinds of education or experience and passing a written test (B).

Applicants who qualify on the basis of Alternative B must take a written test for competitive appointment at the applicable grade levels. The written test is not required by OPM for inservice placement. There is no written test for applicants who qualify on the basis of Alternative A.

EDUCATION

Undergraduate and Graduation Education:

Alternative A (for GS-5 through GS-11): Major study—computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

Alternative B (for GS-5 and GS-7 only): Major study—any field.

OR

EXPERIENCE

General Experience (for GS-5 positions):

Alternative A: Experience that provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process. Experience may have been gained in work such as computer operator or assistant, computer sales representative, program analyst, or other positions that required the use or adaptation of computer programs and systems.

Alternative B: Meet general experience requirements in the "Group Coverage Qualification Standard for Administrative and Management Positions."

Specialized Experience (for positions above GS-5):

For GS-7: Experience in the performance of tasks such as:

- Translating detailed logical steps developed by others into language codes that computers accept where this required understanding of procedures and limitations appropriate to use of a programming language.
- Interviewing subject-matter personnel to get facts regarding work processes, and synthesizing the resulting data into charts showing information flow.
- Operating computer consoles where this involved choosing from among various procedures in responding to machine commands or unscheduled halts.
- Scheduling the sequence of programs to be processed by computers where alternatives had to be weighed with a view to production efficiency.
- Preparing documentation on cost/benefit studies where this involved summarizing the material and organizing it in a logical fashion.

Such skills are typically gained in the computer field or through performance of work where the primary concern was the subject matter of the computer application (e.g., supply, personnel, chemical process control), and computer-related efforts were required to facilitate the basic duties. Also, work in management analysis, program analysis, or a comparable field may have provided such skills. (Such experience may also have been obtained by applicants for GS-9 and GS-11 positions in this field.)



GS-334 (Continued)

For GS-9: Experience that demonstrated knowledge of computer requirements and techniques in carrying out project assignments consisting of several related tasks, such as typically is the case in development of minor modifications to parts of a system on the basis of detailed specifications provided. The assignments must have shown completion of the following, or the equivalent:

- Analysis of the interrelationships of pertinent components of the system;
- Planning the sequence of actions necessary to accomplish the assignment; and
- Personal responsibility for at least a segment of the overall project.

For GS-11: Experience that demonstrated accomplishment of computer project assignments that required a range of knowledge of computer requirements and techniques. For example, assignments would show, on the basis of general design criteria provided, experience in developing modifications to parts of a system that required significant revisions in the logic or techniques used in the original development. Accomplishments, in addition to those noted for the GS-9 level, normally involve the following, or the equivalent:

- Knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area or computer specialty area in an organization;
- Planning the sequence of actions necessary to accomplish the assignment where this entails coordination with others outside the organizational unit and development of project controls; and
- Adaptation of guidelines or precedents to the needs of the assignment.

For GS-12 and above: Experience that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project.

GS-335	Computer Clerk and Assistant Series	GS-335
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Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-340	Program Management Series	GS-340
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Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-341	Administrative Officer Series	GS-341
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Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-342**Support Services Administration Series****GS-342**

This is an individual qualification standard.

EDUCATION AND EXPERIENCE REQUIREMENTS**EXPERIENCE**

General Experience (for GS-5 positions): Three years of progressively responsible experience, 1 year of which was equivalent to at least GS-4, is qualifying for GS-5 level positions. General experience is experience that involved dealing with others in person-to-person work situations, in obtaining and providing a variety of services for an organization, or other work that demonstrated the ability to perform successfully the work of the position to be filled.

Specialized Experience (for positions above GS-5): One year of specialized experience equivalent to at least the next lower level in the normal line of progression that demonstrated knowledge of the methods and procedures for providing or performing a variety of functions and services applicable to the position to be filled; ability to plan, organize, and control work involving diverse activities; ability to gain cooperation and coordinate the work of others; and skill in oral and written communications. Examples of qualifying specialized experience include:

- Management analyst or technician or other work that included study, analysis, or evaluation leading to the development or improvement of managerial or administrative policies, practices, and procedures.
- Administrative officer or assistant, budget administration, program analysis, or other work that demonstrated knowledge of an organization and its functions, and the ways in which support services can facilitate the work of the organization.
- Office management experience that included responsibility for directing a variety of support services such as typing, mail processing, purchase of supplies and equipment, etc.
- Secretarial work that required monitoring and coordinating administrative and processing work of subordinate elements through a system of internal procedures, controls, production, progress reporting, etc., to insure the efficient operation of an organization.
- Military experience that included responsibility for directing a variety of support functions such as communications, property management, mail service, facilities and equipment maintenance, etc.

OR

EDUCATION

Undergraduate Education: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, is qualifying for GS-5 level positions.

Graduate Education: Major study—public administration, business administration, industrial engineering, industrial management, or other administrative or management fields related to the position to be filled. For some positions in this series graduate education may not provide the knowledge and skills needed to perform the duties of the position. Specialized experience may be required for such positions. One full academic year of graduate-level education is creditable for GS-7; 2 years or a master's or equivalent graduate degree is creditable for GS-9; and 3 years or a Ph.D. or equivalent doctoral degree is creditable for GS-11.

Note: Equivalent combinations of education and experience are also qualifying for grade levels for which both education and experience are acceptable.

QUALIFICATION STANDARDS OPERATING MANUAL

GS-343 Management and Program Analysis Series GS-343

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-344 Management and Program Clerical and Assistance Series GS-344

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-346 Logistics Management Series GS-346

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-350 Equipment Operator Series GS-350

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-351 Printing Clerical Series GS-351

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-356 Data Transcriber Series GS-356

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-357 Coding Series GS-357

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-359 Electric Accounting Machine Operation Series GS-359

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-360 Equal Opportunity Compliance Series GS-360

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-361 Equal Opportunity Assistance Series GS-361

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

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GS-362 Electric Accounting Machine Project Planning Series GS-362

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-382 Telephone Operating Series GS-382

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-390 Telecommunications Processing Series GS-390

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-391 Telecommunications Series GS-391

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."

EDUCATION

Undergraduate and Graduate Education: Major study—electrical or electronic engineering, mathematics, physics, public utilities, statistics, computer science, telecommunications management, information systems management, business administration, industrial management, or other fields related to the position to be filled.

Other Education: Communications/electronics or automatic data processing training in technical institutes or business schools above the high school level or in Armed Forces schools that included advanced instruction in addition to basic courses, may be substituted for general experience on a month-for-month basis.

OR

EXPERIENCE

General Experience (for GS-5 positions): Experience that provided a basic knowledge of telecommunications functions, problems, and/or solutions.

Specialized Experience (for positions above GS-5): Experience in evaluating, analyzing, developing, managing, or improving communications systems, procedures, and requirements that demonstrated knowledge of current developments and trends in communications concepts and technology.

GS-392 **General Telecommunications Series** **GS-392**
Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-394 **Communications Clerical Series** **GS-394**
Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-399 **Administration and Office Support Student Trainee Series** **GS-399**
Use the "Group Coverage Qualification Standard for Competitive Service Student Trainee Positions," as appropriate to the appointing authority used.

GS-401 **General Biological Science Series** **GS-401**
Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

A. Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position.

OR

B. Combination of education and experience—Courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

FOR DEPARTMENT OF THE INTERIOR POSITIONS WITH PILOT DUTIES

Applicants must:

- Possess a current FAA Commercial Airman Certificate with ratings appropriate for the duties performed;
- Possess an instrument rating;
- Have completed a minimum of 500 hours of flight time as Pilot-in-Command and 25 hours of flight time as Pilot-in-Command at night; and
- Possess a current Class II Medical Certificate.

GS-404

Biological Science Technician Series

GS-404

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Technical and Medical Support Positions."

Specialized Experience (for positions at GS-4 and above): Experience must have been related to the work of the position for which application is made. The specialized experience required for some positions in this series is normally work performed in a controlled environment. Examples of qualifying specialized experience include:

- Research activity or control program work.
- Nursery work that required the growing and maintenance of plants in a controlled environment.
- Work comparable to that with a large dairy farm where production records, animal environment, and sanitary conditions were kept in accordance with modern dairy practice.

Farming experience that was not performed in a controlled environment, or experience as a laborer who was not responsible for planning and scheduling his/her own work, but only performed assigned tasks, would not qualify as specialized experience.

OR

Education and Training:

For GS-3: Successful completion of 1 year of study that included at least 6 semester hours in any combination of scientific or technical courses such as biology, chemistry, statistics, entomology, animal husbandry, botany, physics, agriculture, or mathematics.

For GS-4: Successful completion of 2 years of study that included at least 12 semester hours in any combination of courses such as those shown above for GS-3. At least 6 semester hours of courses must be directly related to the position to be filled.

For GS-5: Successful completion of a full 4-year course of study leading to a bachelor's degree with major study or at least 24 semester hours in any combination of courses such as those shown above for GS-3. At least 6 semester hours of courses must have been directly related to the position to be filled. The successful completion of a full course of study of at least 12 months in a school for clinical laboratory technicians may be substituted for the 1 year of specialized experience required at the GS-5 level for positions involving microbiology and biochemistry technician work.

FOR DEPARTMENT OF THE INTERIOR POSITIONS WITH PILOT DUTIES

Applicants must:

- Possess a current FAA Commercial Airman Certificate with ratings appropriate for the duties performed;
- Possess an instrument rating;
- Have completed a minimum of 500 hours of flight time as Pilot-in-Command and 25 hours of flight time as Pilot-in-Command at night; and
- Possess a current Class II Medical Certificate.